COVID-19 | Flowchart

Is the employee **sick with Covid-19?**

No

Employee is not sick with Covid-19 **BUT**

Yes

Do you have company **sick pay?**

Yes

Deal with the employee under your company sick pay scheme

No

Employee entitled to **SSP** from Day 1

Small employers with less than 250 employees can **reclaim the SSP from the Government** within 14 days

Employee is **reluctant/scared** to come into work

Is this a **genuinely** held fear or belief?

No

Consider employee to be AWOL - possible disciplinary action

Yes

Have you taken **resonable precautions** to provide a **safe working environment?** NB higher standard of care owed to pregnant employees.

No

Take action to promote **safer working environment**

Yes

Informal discussions with employee about return to work / alternative solution e.g. homeworking or holiday

Employee still refuses to return to work

Consider support strategies e.g. homeworking

If agreement with employee not possible, consider disciplinary action

The employee is **self-isolating**

Is the employee self-isolating on **medical advice?**

Yes

Following budget announcement **SSP is payable from Day 1** of absence for up to **14 days** - small employers may be able to reclaim costs from the Government

No

Consider **support strategies** e.g. homeworking

If homeworking is not possible, it is unlikely there is a contractual right to sick pay

Consider support strategies, e.g. homeworking or unpaid leave

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